

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) to ensure that the nutritional needs of youths are met while confined within facilities.

PURPOSE

This policy establishes appropriate guidelines governing the planning, preparation and delivery of meals to youths in a nutritionally sound, sanitary and professional manner.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) that govern food services. At a minimum, these SOPs must contain the following requirements:

**Food Service
Manager
Responsibilities**

The food services manager is designated by the facility/center director or designee. The food services manager must:

- Supervise all food services operations.
- Ensure compliance with applicable federal, state, and local statutes, regulations, policies, and procedures regarding sanitation and health standards related to facility food services.
- Monitor kitchen staff for cleanliness, health, and professionalism (including the wearing of hair restraints and appropriate washing of hands).
- Submit menus in advance for approval by the facility/center director or designee.

- Expedite implementation of corrective action plans to address any inspection-noted deficiencies.

Meals

All of the following are minimal requirements:

- There are three (3) nutritionally sufficient meals per day, two (2) of these meals must be hot at scheduled mealtimes.
- There is a snack before bedtime.
- No more than fourteen (14) hours pass between the evening snack and breakfast.
- Meals meet the Recommended Dietary Allowances (RDA) published by the National Research Council.
- Meals are not altered for disciplinary reasons.
- Meals appear appetizing and are aesthetically pleasing.
- Mandated substituted food items have comparable nutritional value.
- The preparation, consumption, and clean-up of meals are supervised by staff.
- Detailed and complete records on all meals served are retained for two (2) years.

Special Diets

Any of the following individuals may order special medical, therapeutic, or religious diets:

- Physician.
- Physician's assistant.
- Nurse practitioner.
- Dentist.
- Facility chaplain.
- Facility/center director or designee.

Inspections

Inspections are conducted and logged by the food services manager or designee. The food services manager ensures all of the following:

- Regular inspections ensuring appropriate temperatures for all foods during storage, thawing, cooking, cooling, serving, holding and reheating.
- Weekly inspections of the food services area.
- Daily temperature checks of refrigerators, freezers and dishwashers.
- Results of any health inspections posted prominently in the food service area.
- All inspections are documented with copies forwarded to the facility/center director or designee.

Food Service Tools

All food services tools:

- Must be kept in a secured area or container when not being used by designated staff.
- Are not to be used by youth unless directly supervised by staff.
- Must have an updated inventory posted promptly in the storage area or on the container that is checked and documented at the beginning of each shift.

Special Procedures

Develop procedures to address the special control, storage and handling of food services tools/equipment, sensitive products such as yeast and extracts, and any chemicals utilized in the food service area

Sanitation

Disposal of garbage must be in accordance with applicable sanitation regulations.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)